



REQUEST TO INCREASE DELEGATED PURCHASING AUTHORITY (DPA)

Agency:		Phone:	
Address:			
City:		State:	
E-mail:			

The Agency Head or Designee must complete this Request to Increase Delegated Purchase Authority form along with the following five (5) pages of the "Agency Planning Document" and submit to the State Purchasing Division.

The agency understands and accepts the responsibility of assuming a Delegated Purchasing Authority of \$100,000. The agency is committed to following the policies and procedures provided by the State Purchasing Division by designation of a qualified Agency Procurement Officer to perform the duties of purchasing with allocated state funds. It is also understood that any abuse of this authority by procurement personnel could result in a reduction or elimination of the agency's delegated dollar amount.

Signatures

Agency Procurement Officer:	Signature:	Date:
Immediate Supervisor of the APO:	Signature:	Date:
Agency/Department Head:	Signature:	Date:

Return To:

Department of Administrative Services
State Purchasing Division
Attn: Compliance and Standards Manager
200 Piedmont Avenue - 1308 West Tower
Atlanta, Georgia 30334-9010



Date: _____

AGENCY PLANNING DOCUMENT

I. Distribution of Authority

- a. Diagram or state the units or sections within the agency who currently have purchase authority without going through the central procurement function. (Use attachments if necessary.)

- b. State the agency's plans on the disbursement of this requested increased authority to the units and sections.

II. Reporting

- a. Is the central procurement unit in the agency responsible for the collection and reporting of all Purchase Orders? If not, note exception.



- b. Does the agency currently screen, monitor or audit purchases made from units outside the central procurement office? If so, please describe the function. If not, state plans if delegated dollar amount is increased.

- c. If the agency has the benefit of automation, is the office capable of providing reporting documentation. Please state the capabilities of the automated system.

- d. Is the agency in compliance with the Governor's Executive Order pertaining to the encouragement and reporting of minority participation in the State Procurement Process?

III. Personnel

- a. State the names and titles of all Procurement Officers, Buyers, and procurement clerical support personnel at this procurement office location and briefly state the education and years of purchasing experience of each. If possible, attach a current organizational chart showing all personnel.

Name:	Title:	Education and/or Purchasing Experience:



IV. Training

- a. Does your staff attend external/internal training classes and/or conferences in order to stay apprised of purchasing rules and regulations? If so, state frequency and who attends.

Name:	Frequency:	Training Course

V. Purchasing Volume

- a. What is the total annual delegated purchasing volume in dollars normally handled through this office? Breakdown by type of delegated authority, if known.

- b. What is the total annual number of Purchase Orders handled through this office?



- c. What do you estimate the additional annual number of Purchase Orders to be if increased authority is delegated to the agency?

- d. Outline plans to handle this anticipated workload if the DPA is increased.

VI. Bid Procedures

- a. Does the procurement office use a printed standard Solicitation format for bids conducted by your agency? If so, attach a sample copy of your form along with the pre-printed terms and conditions.

- b. Has a bid file been established according to the due date? Briefly outline procedure used for handling pending bid openings.



- c. Does the agency have a date/time stamp in a public area for receiving and opening written bids? If not, briefly outline procedure used.

- d. Does the agency use the Vendor Registration System (VRS) to "source" for the required number of qualified minority vendors? If not, briefly outline the procedure used. Does the agency use the VRS to view vendor profiles? Explain what criteria are used for bidder selection and resources for compiling this data.

- e. Does your agency use the Georgia Procurement Registry (GPR) to post bids? Does the agency use the GPR for any other purpose (e.g. NIGP searches, obtain vendor information). Please explain.
